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6 February 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report - 2-6 February 1970

A. COURSES

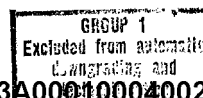
| <u>COURSES IN PROGRESS</u> | <u>DATE</u>       | <u>STUDENTS</u> |
|----------------------------|-------------------|-----------------|
| Clerical Refresher         | 12 Jan. - 6 Feb.  | 15              |
| Midcareer                  | 18 Jan. - 27 Feb. | 33              |
| Management                 | 2 - 6 February    | 24              |

B. ADMINISTRATIVE TRAINING

The first of three scheduled "Cable-Correspondence Refresher Courses for the Office of Logistics" was held on the afternoon of 4 February and the morning of 5 February 1970 for twenty OL personnel. Although the course was originally requested for cable and dispatch writers only, personnel ranging in grade from GS-05 to GS-15 attended. [REDACTED] is conducting this course with the assistance of Mr. [REDACTED] and OL personnel. Twenty-one people were originally scheduled to attend per course.

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C. MANAGEMENT TRAINING

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On 4 February Chief, Support School and Deputy Chief for Management Training held an initial meeting with [REDACTED]

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[REDACTED] members of the Management Advisory Group (MAG) to discuss approaches for increasing the effectiveness of Agency supervisors and managers. The discussion centered primarily upon the training of individuals who are about to become supervisors. The three members of the MAG agreed to bring the matter before all of the members of the MAG and request that they furnish specific examples of problem areas which could be used in our management and supervision training. We believe this liaison between the Support School and MAG will be very productive and we are looking forward to future meetings. ✓

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[REDACTED]  
Chief, Support School  
Office of Training

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